



STATE OF IDAHO
invites applications for the position of:

Engineering Assistant

SALARY: \$23.26 - \$30.24 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 07/20/21
CLOSING DATE: 08/03/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:

- a. **21-63-MN:** First consideration will be given to current enlisted members (E-8 and below) of the Idaho National Guard.
- b. **21-63-MW:** Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

POSITION TITLE:	Engineering Assistant
PAY GRADE:	NGA-8
POSITION CONTROL NUMBER:	5102
CLASS CODE:	20274
SALARY:	\$23.26 to \$30.24 Hourly (\$48,378 to \$62,894 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted; Military Waived if selected under Announcement 21-63-MW
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: ENGINEERING ASSISTANT
POSITION CONTROL NUMBER: 5102
CLASS CODE NUMBER: 20274
SALARY GRADE: NGA-8

INTRODUCTION: This position is assigned to Base Civil Engineering (BCE), 124 Civil Engineer Squadron, Idaho Air National Guard (IDANG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to perform nonprofessional technical work assistance in functions such as design, plans development, inspections, and material testing. Work requires the application of basic principles of engineering technology and related disciplines.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. **Design and Specification.** Reads and interprets in-house, or Architectural and Engineering (A&E), blueprints and critical path constructability timelines for customers. Reviews project specifications pertaining to a variety of horizontal and vertical construction. Uses knowledge of the properties of a variety of materials such as soils, pavements, roofing, flooring, and paint, etc. Uses knowledge of the construction of integrated systems such as foundations, slabs, parking lots, roads, buildings, building openings, building envelopes, heating systems, and cooling systems. Prepares layouts, assembly, and installation drawings of facilities and equipment from information found in sketches and design criteria guidance. Under the direction of the supervisor, evaluates project plans to determine quantity of materials to use, prepares detailed cost estimates, and constructability estimates. Assists with operating and maintaining the Computer Aided Drafting and Design (CADD) program for floorplans, Geospatial Integration System (GIS) program for maps utilizing skill in Microsoft Word and Excel, Adobe Acrobat DC or other related software.
2. **Contract Management.** Prepares Scopes of Work (SOWs) and requests for proposals. Conducts pre-bid contractor walk-throughs, Site Visits, and Safety briefings. Coordinates with Contracting Officer (KO), the building managers, and contractors to ensure that services are performed meet the intent of the project's scope. Actively works to prevent and manage construction claims with the KO and Contracting Officer Representative (COR). As directed, may be appointed as the COR for a specific contract. If appointed, incumbent ensures appropriate monitoring and engages with the contractor(s) to properly execute the approved contract, and attempts to prevent, monitor and mitigate any subsequent claim(s).
3. **Construction Inspection.** Attends pre-construction and job progression meetings, as required. Performs construction inspection of facilities, roads, parking lots, etc. Interviews contractor personnel to assure labor and safety standards are maintained and files reports with the KO. Ensures contractor understands project requirements. Reports construction progress to KO or KOR as is applicable. Coordinates contractor and customer access to the construction site, and pre and post construction walk-throughs. Validates the completion of final punch-list items. Investigates warranty claims and reports findings to KO or COR for remediation.
4. **Project Management.** Reviews programming and planning documents and cost estimates (Statements of Work, Performance Work Statements, Government Cost Estimates, and etcetera) as related to the construction of building structures, building

materials and construction operations.

5. **Testing.** Assists in performing tests on soils, asphalt, concrete, and other engineering materials necessary for the design and evaluation of buildings, roads, runways, and etcetera. Testing activities may require incumbent to assist in the operation of sensitive and complicated test equipment, to maintain schedules for calibration, and to collect and interpret validity of data.
6. **Quality Control.** Assists with quality control to ensure materials and construction meets the contract requirements under the direction and oversight of the KO and/or COR.
7. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: The incumbent works directly for an Engineer, Project Manager or Program Manager who provides assignments by outlining general requirements, furnishing instructions as to the scope of objective(s), time limitations, priorities, and similar aspects. The incumbent works independently and uses initiative in planning and executing work. Uses judgment in selecting and interpreting the design, drafting and other engineering standards and practices to specific assignments and tasks. Seeks consultation and assistance from the supervisor for significant deviations from guidelines, standard practices, and/or when distinctly new criteria or new techniques are involved. Work will be evaluated per given instructions, laws, directives, policies and industry standards.

PERSONAL WORK CONTACTS: The incumbent has daily or frequent contact with trades personnel, building managers, military personnel, federal technicians and state employees of the Idaho Military

Division/Idaho National Guard at all levels; representatives of local civilian utilities; private contractors; and representatives of other governmental entities. The incumbent maintains these contacts for project continuity, warranties, and maintenance/service.

WORKING CONDITIONS / PHYSICAL EFFORT: Office work occurs in a controlled environment; however, the position requires the capacity for physical work. Considerable walking, bending, reaching, and standing may be required. It may require occasional lifting of light items such as office equipment, files or supplies up to 25 pounds. Field work involves moderate risks and discomfort such as hot and cold weather, working around equipment, dust, noise and related factors. Incumbent may be required to use protective clothing or equipment, such as hardhat, boots and goggles. Field work may require occasional lifting of items up to 50 pounds. Some travel, via all modes of transportation, may be required for work or training.

Promotes a respectful work-place that complies with policies of the Adjutant General. Observes and ensures compliance with the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: C04 (Technical)

WCC: 9410

JUNE 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be an enlisted member (E-7 or below) of the Idaho National Guard. *(Not applicable if applying as a civilian under Announcement 21-63-MW)*

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience performing related duties as specified below.

- Skill to proficiently use computer programs or software related to Real Property, accounting and work order processing, building/facility maintenance and/or cost estimation. Identify programs/software used, your specific role/responsibility and processes used.
- Knowledge of the methods and techniques of construction engineering and the ability to interpret, select, adapt and apply many guideline, principles and practices which relate to construction engineering.
- Knowledge of tests on soils, asphalt, concrete, and other engineering materials necessary for the design and evaluation of buildings, roads, runways, etcetera.
- Ability to effectively communicate both in writing and orally with architects, engineers, local and state officials and personnel from National Guard Bureau.
- Ability to read, interpret and assist in making of sketches, drawings, diagrams and charts using a wide variety of precedents and technical guidelines using a Computer Aided Drafting and Design (CADD) or other related software.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived civilian employees.)*
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-63-MN/MW
ENGINEERING ASSISTANT
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Engineering Assistant Supplemental Questionnaire

- * 1. Mandatory Requirement: Must be a current, enlisted member (E-7 or below) of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC and unit of assignment. *(If you are applying as a civilian under Announcement 21-63-MW, please indicate so.)*

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state) and meet qualifications for a military driver's license.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 3. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: **Skill to proficiently use computer programs or software related to Real Property, accounting and work order processing, building/facility maintenance and/or cost estimation. Identify programs/software used, your specific role/responsibility and processes used.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Knowledge of the methods and techniques of construction engineering and the ability to interpret, select, adapt and apply many guideline, principles and practices which relate to construction engineering.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Knowledge of tests on soils, asphalt, concrete, and other engineering materials necessary for the design and evaluation of buildings, roads, runways, etcetera.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Ability to effectively communicate both in writing and orally with architects, engineers, local and state officials and personnel from National Guard Bureau.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Ability to read, interpret and assist in making of sketches, drawings, diagrams and charts using a wide variety of precedents and technical guidelines using a Computer Aided Drafting and Design (CADD) or other related software.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

* 10. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

* Required Question